

Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Deputy Attorney General Appeals Division, CAB Habeas

Summary: The Appeals Division of the Attorney General's Office represents the State, its agencies, officers, employees and interests, before the state and federal appellate courts in civil and criminal cases.

Attorneys in the Prison Conduct Habeas Corpus Section are responsible for representing the interests of the State in cases in federal courts filed by prison inmates challenging conduct convictions. Attorneys draft pleadings, motions and briefs and represent the State in evidentiary hearings in federal habeas corpus cases filed by Indiana state prisoners pursuant to 28 U.S.C. § 2254. The state prisoners are challenging prison administrative convictions for misconduct in circumstances where the prisoners have committed serious violations of prison regulations that warrant an extension of the time that they will serve in prison. The habeas corpus claims are typically based on the Due Process Clause of the Fourteenth Amendment of the U.S. Constitution, but occasionally, the claims are based on other provisions of the U.S. Constitution. These habeas corpus cases are filed in the United States District Courts and any appeals are heard by the United States Courts of Appeal and on rare occasions are heard by the United States Supreme Court upon grant of a writ of certiorari. The position requires good writing and legal research skills and an ability to analyze legal issues.

Duties and Responsibilities:

The DAG is responsible for all aspects of the appeal: confirming deadlines and scheduling, motion practice, briefing, oral argument, and post-decision review and proceedings. All representation is done in conformity with the Rules of Appellate Procedure, division style and format office policy and practices, professional rules and expectations, and all other applicable laws, standards and guidelines. The DAG is primarily responsible for the cases assigned, until an appearance is withdrawn (by office and court leave) or employment is terminated. While the majority of cases find the State as appellee, a DAG may be assigned a state-initiated appeal with the additional responsibilities attending the perfection of the appeal under the rules.

Other duties consistent with the division and section may be assigned. These may include prosecutor inquiries, assisting in other cases and proceedings (including civil cases), research projects, supervision of law clerks and interns/externs, and the occasional administrative assignment.

Superior research (Westlaw) and writing skills are expected, and persuasive written and oral appellate advocacy is essential.

Qualifications:

- Admitted to the Indiana Bar.
- Excellent written and oral communication skills, including the ability to relate effectively to both legal and non-legal individuals.
- Ability to multi-task and manage a large caseload.
- Ability to zealously advocate on behalf of the state.
- Ability to work well with others.
- Proficient in computer skills.